

Creating an Individual Overhead Resource

Overhead resources may be defined as a specific personnel resource or a group. Before creating an overhead resource, perform a search in the Resources list view, accessible from the IROC homepage, to ensure that the item you want to create does not already exist.

1 After selecting Overhead Resource from the **Select Catalog** drop-down, enter the identification information related to the resource: **Last Name***, **First Name***, **Middle Name**, **Gender***, and **Birth Month/Day*** (MM/DD).

Note: The **Operational Name** field will automatically populate with the individual's first and last name.

2 Click in the **Qualified As*** field and select one or more qualifications (capabilities) for the resource.

a After selecting a qualification, the Add Qualification screen will appear. Select the **Qual Status*** (Blocked, Qualified, Trainee, Unknown, or Unqualified) and the **Expiration Date***. You may also click the **Visible** checkbox. When done, click **Add**.

b You may repeat this step as often as needed.

3 Enter **Primary Email*** and **Primary Phone***.

4 Select the **Employment Class*** (Career, Career Seasonal, Casual Hire, Intermittent/Call When Needed, Temporary, or Volunteer).

Note: Employment class is the hiring method for an overhead resource, including emergency firefighter, regular agency, and personal service.

5 Enter either the **FAA Code** or **Airport Name** for the **Preferred Jetport***.

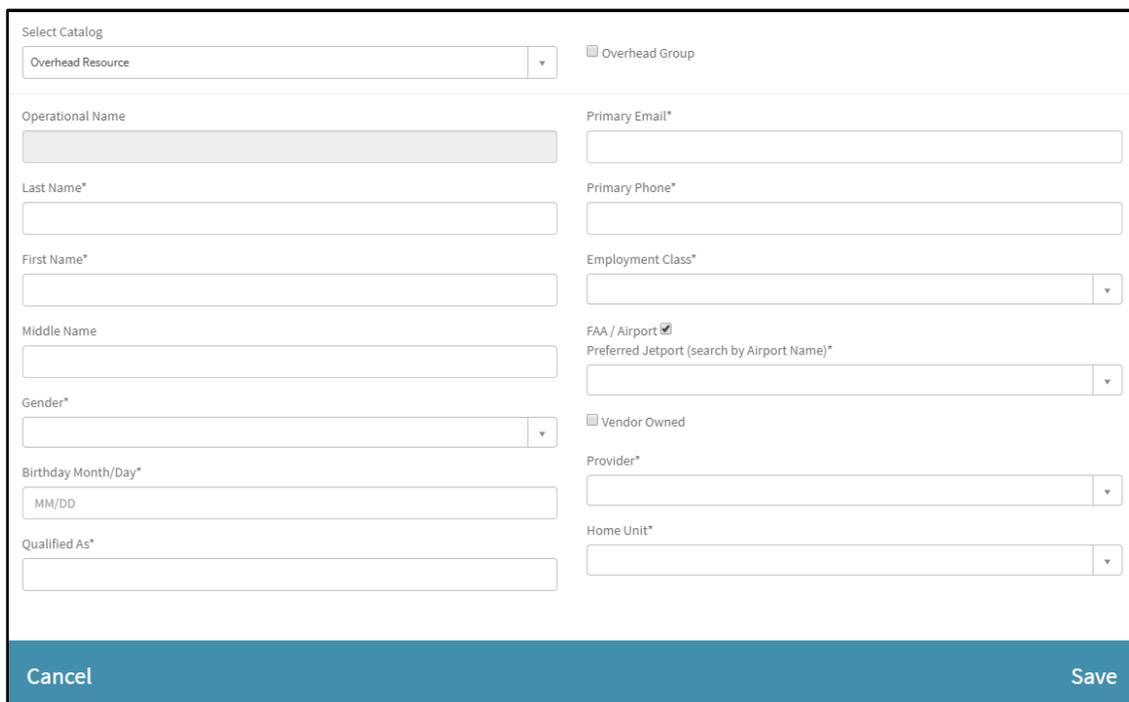
Tip: Clicking the **FAA/Airport** checkbox will allow you to search by airport name. If it is not selected, you must search by three-letter FAA code.

6 Check the **Vendor Owned** checkbox if appropriate.

Note: If you check the **Vendor Owned** box, the **Home Unit** field will change to **Owner Org**.

7 Choose the dispatching unit **Provider*** and the **Home Unit*** (or **Owner Org***, if vendor-owned) of the resource.

8 When done, click **Save**.



The screenshot shows a web form for creating an individual overhead resource. The form is organized into two columns. On the left side, there is a 'Select Catalog' dropdown menu set to 'Overhead Resource'. Below this are several input fields: 'Operational Name' (pre-filled with a greyed-out name), 'Last Name*', 'First Name*', 'Middle Name', 'Gender*' (dropdown), 'Birthday Month/Day*' (MM/DD), and 'Qualified As*'. On the right side, there are checkboxes for 'Overhead Group' and 'Vendor Owned'. Below these are input fields for 'Primary Email*', 'Primary Phone*', 'Employment Class*' (dropdown), 'Preferred Jetport (search by Airport Name)*' (dropdown), 'Provider*' (dropdown), and 'Home Unit*' (dropdown). At the bottom of the form, there are two buttons: 'Cancel' on the left and 'Save' on the right.